



Operations

MANAGEMENT OF AETC AIR RESERVE COMPONENTS

This instruction establishes Air Education and Training Command (AETC) procedures regarding management of AETC Air Reserve Component programs. It implements AFD 10-3, *Air Reserve Component Forces*. It applies to all command and staff agencies, training wings, and subordinate organizations responsible for Reservists. It provides procedures and guidance for command personnel involved in required training and support of Reserve members participating in various Reserve programs, excluding reservists in student status attending formalized training. This instruction reflects the Department of Defense (DoD) Total Force Policy and complies with Title 10, United States Code.

Publications referenced in this instruction under the new identification (AFIs, AFMANs, etc.) might not be distributed as of the date of this instruction, in which case, refer to the publication in parentheses following the new publication.

References, acronyms, and terms used in this instruction are listed in attachment 1.

SUMMARY OF CHANGES

This revision incorporates chapter 5 on the Air Reserve Component Advisory Board (ARCAB) from previously deleted AETCR 45-1 and identifies the new major command (MAJCOM) title of Air Education and Training Command (AETC); changes training centers to training wings and consolidated base personnel office (CBPO) to military personnel flights (MPF) in keeping with the objective wing structure; changes HQ AETC/DPB to AETC/CCR as a stand-alone special staff agency; and explains procedure/issue suggestion submission to the ARCAB.

Chapter 1

GENERAL OVERVIEW

1.1. AETC Reserve Procedures, Management and Programs Total Force Policy:

1.1.1. Both active and Reserve components are an integral part of AETC. To determine the most advantageous mix of elements to ensure mission completion, concurrent consideration should be given to all elements of these forces in terms of their contributions to national security through attainment of the AETC mission.

1.1.2. An effective Reserve program for AETC can be built only on a common realization of the vital role of trained Reserve forces in the implementation of AETC war and mobilization plans.

1.2. Application of AETC Procedure. Within AETC, the total force policy applies to all aspects of planning, programming, manning, equipping, training, and employing the Reserve force as well as the active military and Department of the Air Force civilian forces. The total force policy (and the accompanying responsibilities placed on the Reserve forces in time of emergency) emphasizes the importance of having Ready Reserve forces prepared to assume assigned missions. To ensure the proper composition of the total AETC force, structure and programs are reviewed as part of the AETC biennial planning,

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programming, and budgeting cycle and as part of AETCs review process for manpower requirements. These reviews occur at HQ AETC with the assistance of Reserve forces representatives.

1.3. AETC Reserve Component Advisory Board (ARCAB). The ARCAB supports AETC by identifying, analyzing, and making recommendations on policies, objectives, and actions to improve the use of AETC Reserve resources in accomplishing AETC wartime and peacetime requirements.

1.4. AETC Reserve Training Responsibilities. AETC operates a command-wide Reserve program. Management personnel provide line supervision and control of Reserve training; for example, unit managers/monitors and training supervisors at the wing and base levels. Offices of primary responsibility (OPR) provide staff support (active duty AETC functional monitors); local management support (Air Reserve Management Officer [ARMO]); and personnel support (base MPF and the base individual mobilization augmentee [IMA] administrator). Command directs assigned and attached IMAs to take the initiative in training and support under the leadership of their active duty supervisors.

1.4.1. Wing, group, and squadron commanders are responsible for the training, operational readiness, and support of their assigned or attached reservists. These commanders assign active duty supervisors additional duty as OPR for the direct management, control, and supervision of Reserve training. If IMAs are assigned or attached to a functional area, commanders will appoint a unit manager or monitor for that functional area.

1.4.2. Assigned and attached IMAs perform duty with their active duty organization during training and other designated times. The training can include classroom instruction, correspondence courses, and formal Air Force courses as a supplement to normal job proficiency training and mission accomplishment. To the greatest extent possible, Reserve forces adhere to the work/training schedule of the active unit providing training. This procedure allows reservists to make a positive contribution to the active force while training, and allows fully qualified Reserve forces to maintain proficiency and readiness in their wartime job.

1.5. AETC Air Reserve Components (ARC). There are three major aspects of the AETC ARC program: units gained in wartime, IMAs, and Category E Reinforcement Designees (RD). Reservists in formal training who belong to other Air Force elements are not considered part of the AETC Reserve Component program.

1.5.1. The Individual Mobilization Augmentee (IMA) Program. This program offers Ready Reserve personnel a chance to perform duty in active Air Force organizations and is one of the major elements of the AETC Reserve Program.

1.5.1.1. IMA authorizations are established according to *AFI 38-205, Manpower Policies and Procedures Wartime Manpower Planning and Programming*, (formerly AFR 26-1, volume 4) to support the command mission in the period immediately following a declaration of war or national emergency, or to respond to any situation that national security requires AETC to fulfill. IMA positions are in a wide variety of career specialties and grades. Within AETC, all IMA authorizations are category B (See AFMAN 36-8001, volume 2, *Air Force Reserve Education and Training* (formerly AFR 35-41, volume 2) for training requirements).

1.5.1.2. IMA positions in AETC support command wartime objectives. This augmentation may occur during a limited, selective, full, or total mobilization depending upon the operational need for trained and qualified personnel.

1.5.1.3. Chaplain, judge advocate, and medical IMAs are assigned to Headquarters Air Reserve Personnel Center (HQ ARPC), and intelligence IMAs are assigned to the Air Intelligence Agency and attached to AETC to perform duty at a base convenient to their home. Medical Service officers may perform various liaison officer duties in addition to their medical service assignment but may not be assigned to line organizations or positions.

1.5.2. Category E (Nonpay) Reservist. These reservists are assigned to HQ ARPC in nonpay positions that lead to paid retirement and military benefits. They serve in positions providing important backup for national defense in a wide variety of professional and nonprofessional fields.

Chapter 2

RESPONSIBILITIES

2.1. The Air Force Reserve (AFRES) Mobilization Assistant (MA) to the AETC Commander And Air National Guard (ANG) Assistant to the AETC Commander. These are the senior AFRES and ANG assistants assigned to the AETC Commander. In addition to the duties assigned them by the AETC Commander, they will:

2.1.1. Oversee management of the AETC ARC programs.

2.1.2. Review and take a lead role in directing plans, policies, and procedures or changes relating to the mission, operation, and personnel manning of the AETC ARC programs.

2.1.3. Evaluate the results and effectiveness of the AETC ARC program relative to the ARC members ability to perform their wartime mission and to contribute to the active duty mission during peacetime. They will direct changes where appropriate.

2.2. HQ (ARPC):

2.2.1. Provides centralized personnel management support for MAJCOM and separate operating agency (SOA) IMA programs.

2.2.2. Provides centralized personnel management and support for IMA single manager programs: chaplain, legal and medical (AFMD 46, *Air Reserve Personnel Center* [formerly AFR 23-9]) except for intelligence personnel, who are managed by the Air Intelligence Agency.

2.2.3. Assigns and provides career guidance for IMAs (AFI 36-2115, volume 1, *Assignments Within Reserve Components* [formerly AFR 35-41, volume 1]).

2.2.4. Assists in the development of and ensures compliance with policies and procedures for all MAJCOM base individual mobilization augmentee administrators (BIMAA).

2.2.5. Provides policy interpretation and procedural and administrative guidance for all IMAs.

2.2.6. Provides procedural and administrative guidance for IMAs and their supervisors.

2.2.7. Provides and performs Consolidated Reserve Personnel Office (CRPO) base-level support for activities and individuals assigned (AFMAN 36-2622, volume 5, *Base Level Military Personnel Systems, User Manual* [formerly AFM 30-130, volume 1]).

2.2.8. Oversees the publication and distribution of call-up orders and mobilization orders and transfers records according to AFI 10-402, *Mobilization Planning* (formerly AFR 25-5).

2.2.9. Publishes Reserve Personnel Appropriation (RPA) orders.

2.2.10. Determines and mobilizes individual filler resources for unforeseen needs.

2.2.11. Publishes IMA guide and IMA update publications.

2.2.12. Hosts annual Air Force Reserve Individual Mobilization Augmentee Allocation Team conference.

2.3. ANG Advisor to the Commander (HQ AETC/CCG). Serves as the principal advisor to the AETC Commander, staff directors, and subordinate commanders on all matters regarding the ANG. The Guard advisor interprets ANG procedure and provides guidance to the command; assists in developing and implementing ANG policies, plans, and programs; and maintains direct contact with the Air Staff, MAJCOMs, SOAs, and various agencies associated with Guard activities both within the federal and state governments and the civilian sector.

2.4. AFRES Advisor to the Commander and Director of Reserve Affairs (HQ AETC/CCR). Serves as the principal advisor to the AETC Commander, staff directors, and subordinate commanders on all matters regarding the United States Air Force Reserve (USAFR). The Reserve advisor interprets Reserve procedure and provides guidance to the command, assists in developing and implementing USAFR policies, plans, and programs, manages mobilization planning and advises on Reserve manpower requirements to meet the commands wartime mission, and maintains direct contact with the Air Staff, MAJCOMs, SOAs, and various agencies associated with Reserve activities within both the federal government and the civilian sector. As Director of Reserve Affairs, AETC/CCR manages the command IMA program to provide trained wartime resources, assists in the management of senior officer MAs, and serves as Resident Secretary of the AETC ARCAB.

2.4.1. Program Development. AETC/CCR provides specific program and guidance for the training of IMAs, develops long-range training objectives and formulates policy for manning, training management procedures, and IMA personnel utilization, develops procedures for submitting and consolidating training requirements in financial plans and budget estimates, and ensures that the various functional training programs are balanced to include professional military education (PME) and USAF-required special training.

2.4.1.1. War Mobilization Planning. Under the overall guidance of AETC Air Operations Squadron, War Plans Flight (AOS/AOW), AETC/CCR is responsible for developing and maintaining the Reserve personnel portion of the AETC War and Mobilization Plan (HQ AETC WMP-1).

2.4.1.2. Manpower Planning. Working with the wings, AETC AOS/AOW, and AETC functional staffs, AETC/CCR assists in the revalidation of AETC IMA requirements. This includes a review of current positions and new requirements for Reserve augmentation or deletion of authorizations no longer required.

2.4.1.3. Assisting the AETC ARCAB. Provides continuity and administrative support to ARCAB as nonvoting resident secretary.

2.4.1.4. Recruiting. HQ AETC/CCR establishes procedures for use by staff elements in recruiting, acceptability screening, and processing applicants to fill Reserve authorizations. Oversees actions to match available IMA talents with the needs of the active force. Assists AFRES recruiting in fill actions within AETC.

2.4.2. Management and Administration. AETC/CCR is responsible for the day-to-day management of AETC Reserve personnel:

2.4.2.1. Monitors Reserve personnel actions and maintains current reports of reservists authorized and assigned to IMA positions. Obtain support from manpower and personnel computer data files to match manpower authorizations with personnel assignments by position number.

2.4.2.2. Processes and reviews applications for IMA assignments. Ensures no Civil Service employee is assigned to an IMA position within his or her own organization (AFI 36-2115, volume 1, [formerly AFR 35-41, volume 1]).

2.4.2.3. Notifies the ARMO of the name and address of nearest Reserve recruiter.

2.4.2.4. Passes appropriate HQ USAF/RE, HQ USAF/DP, HQ ARPC, and HQ AETC guidance to MPFs and ARMOs.

2.4.2.5. Coordinates with HQ ARPC and ARMOs to assign or reassign IMAs or remove them from status at the request of unit commanders.

2.4.2.6. Provides guidance and assistance in processing IMA officer performance reports and enlisted performance reports, allowing integration with command processing procedures.

2.4.2.7. Programs and allocates training quotas for validated requirements of selected applicants for PME courses, seminars, and other courses.

2.4.2.8. Arranges active and inactive duty training for AETCs general officer MAs.

2.4.2.9. Programs, approves, monitors, and reports the use of military personnel appropriation (MPA) and RPA funds. Programs, allocates, and accounts for special and school tour man-days, and processes all applications for school and special

tours of active duty for training according to AFMAN 36-8001 (formerly AFR 35-41, volume 2) and AFI 36-2619, *Military Personnel Appropriation (MPA) Man-Day Management and Accounting System* (formerly AFR 35-41, volume 4).

2.4.2.10. Selects IMAs for the Outstanding Officer or Airman Individual Mobilization Augmentee of the Year Awards. Acts as the command action agency for Reserve training managers who nominate IMA officers and airmen for this award. AFI 36-2805, *Special Trophies and Awards* (formerly AFR 900-29 table 6) contains criteria for this award.

2.4.2.11. Assists unit commanders in determining eligibility of assigned IMAs for selected awards and decorations. Achievements of individual IMAs should receive the same recognition and rewards as active duty personnel.

2.4.2.12. Assists in resolving Reserve support difficulties.

2.5. IG Inspection Assistance. The AETC IG will include the IMA program during normal inspections of AETC activities.

2.6. AETC HQ Functional Staff:

2.6.1. Designates a focal point within each agency to monitor and coordinate IMA matters.

2.6.2. Determines technical and professional AETC-unique training needs based on mission function where IMAs are authorized.

2.6.3. Monitors and evaluates the effectiveness of the Reserve training and education program through staff visits when requested or required by higher authority.

2.7. AETC Wing Commanders:

2.7.1. Are responsible for overall guidance for the technical, professional and on-the-job (OJT) training of members of the Ready Reserve. Under the guidelines of this instruction, the wing commander will establish a program for the management of assigned and (or) attached Reserve forces.

2.7.2. Appoint a company grade active duty officer, senior noncommissioned officer (NCO), or civilian grade equivalent, preferably in the Wing Programs Division (AETCR 23-40) or Wing Readiness Division (AETC 23-39), an additional duty responsibility for the wing Reserve program to be designated as the ARMO. (NOTE: Subordinate units will ensure appointment of an active duty officer, NCO, or civilian as the unit IMA manager/monitor.)

2.8. ARMO:

2.8.1. Acts as wing OPR to evaluate and ensure the effective use of the Reserve resource to support the command mission. Monitors the management of all Reservists assigned against AETC IMA authorizations, excluding single managed and tenant programs.

2.8.2. Assists in the validation of wing wartime IMA requirements.

2.8.3. Informs wing and subordinate commanders of actions taken to improve the wing-level Reserve program as well as discrepancies or needed improvement. Also, in coordination with functional managers, notifies AETC AOS/AOW and HQ AETC/CCR of discrepancies related to planning, command and control, mobilization, adequacy of IMA authorizations, and readiness in general.

2.8.4. Educates active force on Reservists contribution to the total force.

2.8.5. Acts as liaison and point of assistance for IMAs.

2.8.6. Develops wing mobilization directives in support of AFI 38-204, *Programming USAF Manpower* (formerly AFR 26-1, volume 2), AFI 10-402, *Mobilization Planning* (formerly AFR 28-5) and AETC War and Mobilization Plans (WMP).

2.8.7. Develops contingency policies and procedures for recall of IMAs.

2.8.8. Conducts unit IMA manager/monitor training to disseminate IMA information and to discuss local and MAJCOM policies and IMA issues.

2.9. BIMAA:

2.9.1. Provides assistance to local AFRES recruiters, HQ ARPC, and MPF manning unit.

2.9.2. Coordinates requests for training attachments with AETC/CCR and onbase organizations.

2.9.3. Periodically accompanies MPF enlisted specialty training personnel on staff assistance visits of unit training programs and provide assistance on training and utilization of assigned and attached IMAs.

2.9.4. Assists MPF work center in accomplishing actions specified in AFMAN 36-2622, volume 1, *Base Level Military Personnel System, Users Manual* (formerly AFM 30-130, volume 1) for support of IMA program.

2.9.5. Develops, coordinates, and conducts a tailored IMA individualized newcomer treatment and orientation (INTRO) program for newly assigned IMAs during their initial duty training.

2.9.6. In coordination with wing ARMO, educates active force personnel on the IMA program through media presentations, briefings, staff assistance visits, etc.

2.9.7. Works closely with wing ARMO to ensure a coordinated effort in managing and administering the IMA program.

2.9.8. Provides support to the BIMAA Adopt-A-Base program as prescribed by AETC/CCR. If directed, each BIMMA will support his or her adopted AETC base as needed. This includes periodic visits to the base and phone support especially to the adopted base ARMO and unit managers. Expense for this program should be provided by the adopted base.

2.10. Unit IMA Training Managers/Monitors. Training managers implement guidance received from the wing ARMO and HQ AETC and are responsible for staff supervision.

2.10.1. Ensures active duty supervisors follow training guidance.

2.10.2. Monitors IMA supervisors training schedules and inspects unit IMA training program to ensure that IMA active duty training (RPA and annual training [AT]) days provide meaningful training in the Air Force specialty code (AFSC) and wartime assigned duties.

2.10.3. Ensures supervisors of IMAs establish and maintain training folders (paragraph 3.2.).

2.10.4. Ensures an annual self-inspection of management folders is conducted.

2.10.5. Ensures active duty reporting officials prepare wartime job descriptions for assigned IMAs.

2.10.6. Ensures an IMA recall roster is established and updated at all times.

2.11. Unit Active Duty Supervisor/Reporting Official:

2.11.1. Counsels and guides each Reserve member assigned, or attached for training, to ensure required training is accomplished. Specific tasks are:

2.11.1.1. Counsels during inactive duty training (IDT) and AT to include a review of the functional activities since the members last training period, preparing a description of specific accomplishments expected during the period of training with specific OJT training assignments.

2.11.1.2. Coordinates requirements for formal or proficiency training and makes recommendations for upgrading.

2.11.1.3. Prepares requests for classification or training actions.

2.11.1.4. Communicates with the unit of attachment at least quarterly regarding training, participation, and wartime readiness of assigned IMAs. Documentation is in the form of a memorandum for record maintained in section VI of the IMA management folder.

2.11.1.5. Prepares a wartime job description for assigned IMAs.

2.11.1.6. Ensures IMAs attached to another location for training hand-carry AF Form 623, **On-the-Job Training Record**, to unit of assignment while performing annual tour.

2.11.2. Establishes an IMA management folder for each IMA assigned or attached for training.

2.11.3. Coordinates AF Form 1289, **Application for Active Duty Training (RPA Tours)**, for annual tours through HQ AETC/CCR to ARPC/DROC. Submit applications, for annual tours, to HQ AETC/CCR at least 45 days before start date. AFMAN 36-8001 (formerly AFR 35-41, volume 2), gives specific rules and guidance.

2.11.4. Submits applications for school tours (AF Form 1289) and MPA tours (AF Form 49) through HQ AETC/CCR for processing to HQ ARPC. Forecasts, with instructions furnished by separate correspondence, are submitted annually for school tours and special tour requirements to HQ AETC/CCR according to AFMAN 36-8001 (formerly AFR 35-41, volume 2). These may also be submitted periodically as courses are announced by higher authority. Except in unusual circumstances, applications for school tours should be submitted to reach AETC/CCR at least 90 days before class starting date. Special tours allow Reservists to provide the active force with significant mission support as required. Applications for special tours must contain full justification prior to approval. Submit special tour applications to AETC/CCR at least 45 days before start of tour. AFMAN 36-8001 (formerly AFR 35-41, volume 2) and AFI 36-2619 (formerly AFR 35-41, volume 4) give specific rules and guidance.

2.11.5. Certifies performance of duties by filling in the certification sections of AF Form 938, **Request and Authorization for Active Duty Training/Active Duty Tour, or AF Form 40A, Authorization for Individual Inactive Duty Training**. Supervisors will not permit members to enter a training period if they do not meet dress or appearance standards prescribed in AFI 36-2903, *Dress and Personal Appearance of Air Force Personnel* (formerly AFR 35-10) or the weight standards of AFI 40-502, *The Air Force Weight Program* (formerly AFR 35-11). Supervisors will withhold credit for training when a Reserve member refuses to perform required duty or does not satisfactorily participate. Failure to perform or meet standards is grounds for action in accordance with para 2.11.9 below.

2.11.6. Prepares and submits OPRs and EPRs on IMAs (staff sergeant and above only) and sends them through MPF to HQ ARPC/MSPPE. Ensure that OPRs and EPRs are completed according to ARPC requirements and AFPAM 36-2404, *USAF Officers Guide to the Officer Evaluation System* (formerly AFP 36-6) and AFI 36-2403, *The Enlisted Evaluation System* (EES) (formerly AFR 39-62).

2.11.7. Requires Reservists to maintain physical fitness and weight control according to AFI 40-502 (formerly AFR 35-11). Reservists can be physically tested and weighed during any period of training or active duty.

2.11.8. Advises enlisted Reservists of their eligibility to register in the Community College of the Air Force (CCAF) and that they may earn the Associate in Applied Science degree in the CCAF program corresponding to the individuals Air Force job specialty. Advises Reserve personnel regarding the availability of educational counseling from the base education services officer or from a Reserve unit training technician.

2.11.9. Notifies unit IMA training manager/monitor when an IMAs performance or potential for recall to extended active duty is considered inadequate. Provides documentation to BIMAA/ARMO to reassign or remove the IMA from status when the commander approves such action. The BIMAA/ARMO forwards documentation to HQ AETC/CCR.

2.11.10. Acts as sponsor for the IMA upon initial assignment, provides familiarization with base facilities, unit mission, etc., and assists with any personal requirements (identification [ID] card, vehicle registration, etc.).

2.11.11. Notifies IMAs, informally, when mobilization conditions are imminent (if information is releasable).

2.12. Individual Mobilization Augmentee (IMA):

- 2.12.1. Plans and manages his or her Reserve career within the guidelines of Air Force and AETC instructions and within the training concepts and guidelines of this instruction.
- 2.12.2. Coordinates with active duty supervisor to schedule IDT periods and 2-week AT. Works with active duty supervisor in preparing an annual training plan of action (AF Form 1561). Emphasis should be on both OJT training tasks and formal training requirements.
- 2.12.3. Submits applications for annual tours of active duty directly to their supervisor or unit IMA training manager/monitor for approval. The supervisor or unit IMA training manager/monitor forwards the application to HQ ARPC through AETC/CCR and ensures that the application reaches AETC/CCR 45 days prior to the commencement date of annual tour.
- 2.12.4. Hand-carries training folder to unit of assignment when performing annual tour. This is required only if unit of assignment and unit of attachment are different.
- 2.12.5. Effectively completes all training requirements and assignments. Assumes the initiative in completing administrative and personnel matters essential to his or her Reserve career. For example, the IMA ensures the data in personnel and medical files, promotion folder, etc., are accurate and current.
- 2.12.6. Takes responsibility for personal appearance, uniform, and military bearing, and projecting the image for the Air Force Reserve as an integral component of the total Air Force.
- 2.12.7. Submits AF Form 40A upon completion of IDT for pay or point credit status according to AFMAN 36-8001 (formerly AFR 35-41, volume 2). The authorizing official is the active duty supervisor who approved the AF Form 40A in section I on or before the beginning date of training. A certifying official (the person supervising the training) must sign this form upon completion of the training. Complete the AF Form 40A in four copies; mail the original directly to HQ ARPC/DROX, and distribute the other three copies as indicated on the form. It is imperative that the second copy of the four copies be filed in the IMA management folder at the unit of assignment.
- 2.12.8. Submits an AF Form 1289 to the training supervisor AFMAN 36-8001 (formerly AFR 35-41, volume 2), and ARPC Pamphlet 45-22, providing a 45-day lead time for submitting AF Form 1289 to the MAJCOM or SOA for approval before forwarding it to HQ ARPC for publication of active duty tour orders.
- 2.12.9. Submits DD Form 1351-2, Travel Voucher or Subvoucher, directly to and within the time limits specified by their designated servicing accounting and finance office.
- 2.12.10. Keeps current on the Air Force health and immunization programs, complying with AFI 40-502 (formerly AFR 3511).
- 2.12.11. Adheres to standards of conduct in DoD Regulation, 5500.7, Joint Ethics Regulation (JER).
- 2.12.12. Keeps supervisor, orderly room, HQ ARPC and AETC/CCR informed of any changes to the following (using AF Form 512, **Change of Address/Telephone Number**):
- 2.12.12.1. Name.
- 2.12.12.2. Home address.
- 2.12.12.3. Home phone number (including area code).
- 2.12.12.4. Business phone (including area code or Defense Switching Network [DSN] prefix).
- 2.12.12.5. Civilian occupation.
- 2.12.12.6. Any status that could affect the individual in the possible event of mobilization.
- 2.12.13. Maintains a current official photograph (officers only).

2.12.14. Obtains updated identification cards through base of assignment or attachment and in coordination with documentation and instructions from HQ ARPC.

2.12.15. Responds promptly to all inquiries or requests received from HQ ARPC, unit of assignment or attachment, HQ AETC, or MPF.

2.12.16. Makes inquiries to the Customer Service Center, HQ ARPC/MSPAC. Use the following telephone numbers: DSN 926-6526; (toll-free) 1-800-525-0102, extension 325, and commercial (303) 676-6526.

2.12.17. Establishes an individual family readiness contingency plan in the anticipation of recall or mobilization. Local Air Force Family Support Center will assist IMAs and their families on developing family readiness plans.

2.12.18. Schedules and completes periodic physical examination within prescribed suspense when notified by HQ ARPC/SG. Failure to complete this requirement within the allotted time will result in reassignment to nonactive Reserve status within ARPC.

2.13. Field Training Detachment (FTD). Responsible for establishing suggested guidelines for limiting the total number of IMA instructors who may properly be assigned to each FTD.

2.14. Base Medical Facility. Responsible for administering physical examinations and immunizations to IMAs on the same basis as required for active force members.

2.15. Consolidated Reserve Personnel Officer (CRPO) And Wing Military Personnel Flight (MPF):

2.15.1. HQ ARPC/MSP will accomplish routine personnel actions for all IMAs assigned to AETC.

2.15.2. The wing MPF is responsible for supporting assigned and attached IMAs in personnel actions and acts as a point of contact for all Reserve program strength and personnel informational requests according to AFMAN 36-2622, volume 5 (formerly AFM 30-130, volume 1).

2.15.3. In those locations where there is no BIMAA assigned, an MPF representative (preferably from personnel relocation and employment) will be designated by the chief, MPF to assist the ARMO with personnel actions.

Chapter 3

TRAINING DOCUMENTATION

3.1. Recording Training. The active duty supervisor records all training for assigned IMAs (AFMAN 36-8001 [formerly AFR 35-41, volume 2]). Each unit of assignment supervisor will prepare an AF Form 1560, **Individual Mobilization Augmentee Wartime Job Description**, designed to fit the specific wartime requirements of the job (AFMAN 36-8001 [formerly AFR 35-41, volume 2]). The supervisor may consult the job qualification standard, specialty training standard, and the classification publications (AFI 36-2105, *Officer Classification* [formerly AFR 36-1] and AFMAN 36-2108, *Airman Classification*, [formerly AFR 39-1]) as reference documents in developing the various job tasks, duties and responsibilities; however, the job description list of tasks must be specifically tailored to the operational requirements of the job as it will be performed during wartime. The wartime job description will not be an extract from the classification publications. The list of tasks should be consistent with the specific list of tasks, knowledge, and references contained in the IMA training guide.

3.2. IMA Management Folder. A six-section folder, designated as the IMA Management Folder, will be maintained by the unit of assignment for all assigned IMAs as specified in AFMAN 36-8001 (formerly AFR 35-41, volume 2). In addition, this folder will be maintained by the unit of attachment when the IMA is assigned to a single managed program (JA, HC, SG or IN). Sections I through V will be maintained according to AFMAN 36-8001 (formerly AFR 35-41, volume 2). The following items may be maintained in section VI in addition to items specified in AFMAN 36-8001:

3.2.1. Report on individual person.

3.2.2. Promotion orders.

3.2.3. Unit copy of AF Form 2096, **Classification On-the-Job Training Action**, on any classification action, change in reporting official, etc.

3.2.4. Memorandums of appreciation.

Chapter 4

CAREER MOTIVATION

4.1. Purpose. The increasing complexity of equipment and variations in Air Force Reserve programs creates a need for dynamic career motivation programs to encourage officers and enlisted personnel to actively participate and remain in the Ready Reserve.

4.2. Requirements And Procedures. Commanders at all levels ensure the minimum requirements are met for IMA career development. The following items are considered basic ingredients.

4.2.1. Orientation Briefing. The active duty commander or designee briefs unit activities, mission, and how they fit into the unit organizational structure, during the IMAs first training period. Consult AFI 36-2103, *Individualized Newcomer Treatment and Orientation (INTRO) Program* (formerly AFR 35-35) for other specific counseling suggestions for orientation sessions.

4.2.2. Career Counseling. All enlisted Reserve members (with less than 8 years of military service and on first Reserve enlistment or assignment) are required to receive annual career counseling according to AFI 36-2103 (formerly AFR 35-35). All Reserve officers should periodically discuss career opportunities and issues to include future options for schooling with their supervisor.

4.2.3. Reenlistment Counseling. Active duty commanders or designees should personally counsel all enlisted IMAs 13 months prior to their established separation date as specified in AFI 36-2606, *The USAF Reenlistment, Retention, and NCO Status Programs* (formerly AFR 35-16, volume 1). As prime motivation for reenlistment, stress current benefits, such as Reserve compensation and retirement, exchange and commissary privileges, Service Member Group Life Insurance (SGLI), CCAF, etc.

4.2.4. Annual Active Duty Tour Counseling. On the first day of the annual active duty tour, each AETC IMA should be interviewed by the immediate supervisor. As a minimum the discussion should:

4.2.4.1. Determine the need for service schools or other special training.

4.2.4.2. Explain any policies and procedures peculiar to the assigned organization.

4.2.4.3. Review the work schedule for the entire period of active duty training.

4.2.5. Training Guides. Unit active duty supervisors should use the training guide as a method of monitoring the reservists wartime duty proficiency and career progression.

4.3. Responsibilities. Although the responsibilities for career motivation are shared at all organizational levels, the MAJCOM and unit IMA training managers/monitors are critical in the career development of IMAs.

4.3.1. AETC/CCR. Formulate and circulate new procedures governing career motivation and guidance programs for AETC IMAs.

4.3.2. Unit IMA Training Managers/Monitors. Ensure local career information and development programs are well established and functioning. Inspect training records for required documentation. The unit training manager/monitor works

closely with the IMAs supervisor to implement career and reenlistment counseling, orientation sessions, and conduct the career retention program for Reserve enlisted personnel.

Chapter 5

AETC AIR RESERVE COMPONENTS ADVISORY BOARD (ARCAB)

5.1. Mission. The ARCAB mission is to support AETC by identifying, analyzing, and recommending policies, objectives, and actions to improve the use of the command Air Reserve Component resources in accomplishing AETCs wartime mission and corollary peacetime requirements.

5.2. Format for Procedure Suggestion. The ARCAB is the central point for recommendations on issues concerning Air Reserve Components procedure and activities. All AETC personnel, active duty, civilian, and Air Reserve Components (ARC), are encouraged to submit their ideas for consideration by the ARCAB. Submissions should be in the format shown at attachment 2. Each annual ARCAB will consider procedure suggestions received to date and will take one of the following actions:

5.2.1. Return the item to originator without action giving reasons for the response.

5.2.2. Postpone action to allow the originator to research and respond to questions surfaced by board discussions.

5.2.3. Forward the item to AETC functional directorates recommending adoption/ implementation if appropriate action can be accomplished at that level.

5.2.4. Approve and forward the item to AETC/CC recommending adoption/implementation.

5.2.5. Approve and forward the item to the Air Reserve Forces Policy Council if the item addresses policy above MAJCOM level.

5.2.6. If appropriate for interservice matters, forward the item to the DoD Reserve Forces Policy Board.

5.3. Composition Of The ARCAB:

5.3.1. **Membership.** AETC Air Force Reserve general officers (MAs), the Air National Guard (ANG) Assistant to AETC/CC, colonels assigned to Reserve general officer positions in AETC, an AETC ARC senior NCO, and the senior Reserve officer assigned to each AETC base.

5.3.2. **Chairperson.** The ARCAB is chaired by either AETC/CCs USAFR Mobilization Assistant or the ANG Assistant.

5.3.3. **Vice Chairperson.** The AETC/CC assistant (USAFR or ANG) not serving as chairperson will serve as vice chairperson.

5.3.4. **Resident Secretary.** The AFRES to the Commander (AETC/CCR) or the ANG Advisor to the Commander (AETC/CCG), nonvoting, will serve as resident secretary.

5.3.5. **Recorder.** Appointed by the chair through the secretary as the agenda coordinator and works with the secretary to receive and prepare procedure suggestions for consideration at the board meetings; nonvoting.

5.3.6. **Command Statutory Tour Officers.** Nonvoting members of the board.

5.3.7. **AETC ARMOs and BIMAAAs.** May be invited to attend ARCAB; nonvoting.

5.4. Responsibilities:

5.4.1. AETC/CCR is OPR for the ARCAB and will ensure all recommendations are properly staffed before being submitted to AETC/CC for approval.

5.4.2. The ARCAB chairperson:

5.4.2.1. May request HQ AETC staff offices provide briefings on pertinent command programs or issues.

5.4.2.2. Invites staff members to attend the workshops only when the agenda pertains to their functional areas.

5.4.2.3. Selects the non-EAD senior NCO to board membership to serve for that fiscal year.

5.5. **Voting.** All members except those noted in paragraph 5.3 have full voting privileges.

5.6. **Frequency of Meetings.** The ARCAB normally meets once each year, usually following an AETC Commanders Conference.

GERRIT E. MAHSMAN, Colonel, USAF
USAF Reserve Advisor to the Commander

2 Attachments

1. Glossary of References, Acronyms, and Terms
2. ARCAB Procedure Suggestion/Issue Format

GLOSSARY OF REFERENCES, ACRONYMS, AND TERMS**Section A--References**

AFPD 10-3, *Air Reserve Component Forces*

AFI 10-402, *Mobilization Planning* (formerly AFR 28-5)

AFI 10-403, *Deployment Planning* (formerly AFR 28-4)

AFI 36-2103, *Individual Newcomer Treatment and Orientation (INTRO) Program* (formerly AFR 35-35)

AFI 36-2105, *Officer Classification* (formerly AFR 36-1)

AFMAN 36-2108, *Airman Classification* (formerly AFR 39-1)

AFI 36-2115, volume 1, *Assignments within Reserve Components* (formerly AFR 35-41, volume 1)

AFI 36-2403, *The Enlisted Evaluation System (EES)* (formerly AFR 39-62)

AFI 36-2606, *The USAF Reenlistment, Retention, and NCO Status Program* (formerly AFR 35-16, volume 1)

AFI 36-2619, *Military Personnel Appropriation (MPA) Man-Day Management and Accounting System* (formerly AFR 35-41, volume 4)

AFI 36-2805, *Special Trophies and Awards* (formerly AFR 900-29)

AFI 36-2903, *Dress and Personal Appearance of Air Force Personnel* (formerly AFR 35-10)

AFI 38-204, *Programming USAF Manpower* (formerly AFR 26-1, volume 2)

AFI 38-205, *Manpower Policies and Procedures Wartime Manpower Planning and Programming* (formerly AFR 26-1, volume 4)

AFI 40-502, *The Weight Management Program* (formerly AFR 35-11)

AFMAN 36-2622, volume 1, *Base Level Military Personnel Systems, User Manual* (formerly AFM 30-130, volume 1)

AFMAN 36-8001, *Reserve Personnel Policy Reserve Training* (formerly AFR 35-41, volume 2)

AFMD 46, *Air Reserve Personnel Center (ARPC)* (formerly AFR 23-29)

AFPAM 36-2404, *USAF Officers Guide to the Officer Evaluation System* (formerly AFP 36-6)

AETCR 23-39, *Air Training Command Flying Training Wing*

AETCR 23-40, *Air Training Command Training Centers*

DoD Regulation 5500.7, *Joint Ethics Regulation (JER)*

Section B--Abbreviations and Acronyms

ADT	active duty for training
AETC	Air Education and Training Command
AFRES	Air Force Reserve
AFSC	Air Force specialty code
ANG	Air National Guard

ARCAB	Air Reserve Component Advisory Board
ARMO	Air Reserve Management Officer
ARC	Air Reserve Components
ARPC	Air Reserve Personnel Center
AT	annual training
BIMAA	base individual mobilization augmentee administrator
CCAF	Community College of the Air Force
CRPO	Consolidated Reserve Personnel Officer
DoD	Department of Defense
DSN	Defense Switched Network
EAD	extended active duty
PR	enlisted performance report
FTD	field training detachment
IDT	inactive duty training
IG	inspector general
IMA	individual mobilization augmentee
ISLRS	Inactive Status List Reserve Section
MA	mobilization assistant
MAJCOM	major command
MPA	military personnel appropriation
MPF	military personnel flight
NARS	Nonaffiliated Reserve Section
NCO	noncommissioned officer
OJT	on-the-job training
OPR	officer performance report office of primary responsibility
PME	professional military education
RD	reinforcement designees
RPA	Reserve personnel appropriation
SOA	separate operating agency
USAFR	United States Air Force Reserve
UTA	unit training assembly

Section C--Terms

Active Duty for Training (ADT)--A tour of active duty for Reserve training under orders which provide for automatic return to inactive duty upon completion. Example: A school or special training tour.

Air Reserve Management Officer (ARMO)--An active duty officer, senior NCO, or civilian equivalent appointed by commanders of wings having IMAs assigned or attached for training. As the OPR for Reserve management matters, the ARMO is highly involved in critical Reserve manning requirements and readiness issues; therefore, the appointed ARMO should be an individual assigned to the wing Plans staff. The ARMO provides technical expertise to commanders, ensures effective use of IMAs, and provides liaison between Reserve and active forces personnel. Additionally, the ARMO must establish a strong alliance with wing readiness, personnel readiness, military personnel agencies supporting IMAs, and especially with the BIMAA/Adopt-A-Base BIMAA.

Annual Training (AT)--The tour of active duty for training of 12 to 14 days each fiscal year required of Reserve members as a part of Ready Reserve assignment. Training is normally performed with the unit of assignment. In an unusual case, and when authorized by the individual supervisor and AETC/CCR, an IMA (if not assigned to a general officer position) may train with some other unit.

Assignment--The valid funded authorization within AETC to which an IMA is assigned and would subsequently report to upon mobilization.

Attached For Training Only--An IMA assigned to a MAJCOM or separate operating activity (SOA) other than AETC who, due to location of residence, is permitted to perform IDT by attachment to an AETC organization capable of providing the required training for the AFSC held. IMAs assigned within AETC may be attached to organizations outside AETC for AFSC proficiency training.

Base Individual Mobilization Augmentee Administrator (BIMAA)--A Reserve senior NCO serving on a 4-year statutory tour of extended active duty (EAD) under 10 USC 678. The BIMAA acts as a liaison with the ARMO, MAJCOM, and ARPC on personnel matters and actions. BIMAA's are assigned to the active duty MPF chief.

Extended Active Duty (EAD)--For the purpose of this instruction, EAD is defined as a member of the USAFR or the ANG in an active duty status other than ADT, or temporary tours of active duty. Personnel on EAD are normally assigned to an active duty unit and accountability is against active force end strength when tours in a single status such as MPA man-days exceed 179 days in a fiscal year.

Gaining Major Command (MAJCOM)--The MAJCOM, SOA, or other organization to which a unit or individual of the Ready Reserve is programmed for assignment in the event of mobilization.

Inactive Duty Training (IDT)--Authorized training performed by a reservist not on active duty or ADT. Example: Monthly unit training assemblies (UTA) for Reserve unit assigned members or IMAs IDT.

Inactive Status List Reserve Section (ISLRS)--The inactive status section of the standby Reserve; a listing of personnel who do not participate actively in the Air Force Reserve. Personnel cannot be promoted while in this status. ISLRS status is considered a break in active Reserve service. If a break in service exceeds 1 year, member loses any security clearance previously held.

Individual Mobilization Augmentee (IMA)--A trained individual member of the selected Reserve assigned to an active duty organization to support implementation of war and contingency plans and to respond to other situations that the national defense strategy or national security objectives require. Mobilization assistant (MA) refers to a ready Reserve member who holds an authorized general officer position assigned to an active duty unit or MAJCOM.

Individual Program--An Air Force Reserve program that allows prior service personnel to earn points for retention, promotion, and retirement in both pay and nonpay categories. Opportunities are available in a wide variety of AFSCs and skill levels.

Military Personnel Appropriation (MPA) Man-Days--The tour of active duty authorized to support short-term needs for personnel, unique skills, or resources that cannot be economically met from the resources of the active force.

Military Service Obligation--The period required by law which a person must serve as a Regular or Reserve member of the Armed Services.

Minimum Participation Requirements--The minimum number of points a member of the AFRES or ANG must earn during a fiscal year to be retained in the Ready Reserve or ANG, but which does not necessarily constitute a satisfactory participation year.

Nonaffiliated Reserve Section (NARS)--Members assigned to active Standby Reserve at ARPC (Exception: NARS-NA, NARS-NB and NARS-NC are not eligible to participate in any point gaining activities).

Nonprior Service--Individuals who have 83 days or less of active duty or ADT with any branch of the United States Armed Forces.

Obligor--A member of the ANG or AFRES who has a military service obligation.

Ready Reserve--The Ready Reserve consists of unit members, individual mobilization augmentees, and pretrained individual members of the Individual Ready Reserve who would be immediately available for EAD in the event of mobilization.

Reinforcement Designee (RD)--Individual member of the Ready Reserve who represents a pool resource providing the Air Force with an added manning capability for needs which can be anticipated, but which cannot be precisely established by grade and AFSC. RDs are in a nonpay status but, when authorized, may participate in IDT for retirement points only. Consists of members assigned to Air Reserve squadrons at ARPC, the Ready Reinforcement Personnel Section (RRPS), Nonobligated Nonparticipating Ready Personnel Section (NNRPS), or the Obligated Reserve Section (ORS); all of which are training/pay category E.

Reservist--Where used in this publication, this term applies only to a Reserve member not on EAD.

Reserve Personnel Appropriation (RPA)--For support Reserve requirements--unique schools and special tours.

Retention/Retirement Year--The 12 consecutive months in which a member of the ANG or AFRES on active Reserve status is required to earn, through participation in an approved training program, a minimum number of points for either retention in active Reserve status (at least 50 points, including membership points, for reservists who have met retirement eligibility except for age) or for retirement purposes (at least 50 points, including membership points).

Retired Reserve--ANG or AFRES members who, on the basis of law, have been determined eligible for retirement with or without pay and who are assigned upon their request to the Retired Reserve.

Selected Reserve--A portion of the Ready Reserve (including all of the Air National Guard) so essential to initial wartime operations as to require priority treatment in the allocation of equipment or in-training requirements. The Selected Reserve consists of members in several pay groups who are: (1) unit members who regularly participate in UTA and AT; (2) unit enlistees who are on their initial active duty training tour of no less than four months; and (3) IMAs who participate in regular IDT and AT on the same basis as unit members. This includes pay categories A, B, and D.

Standby Reserve--Include those members who may be ordered to active duty only by Congress or when otherwise authorized by law. Members of NARS and ISLRS are in this category.

Training Supervisor--The active duty officer, NCO, or civilian, who is the immediate supervisor of the individual Reservist. This first-level supervisor is critical to the success of the Reserve training program and must take an active leadership role.

Unit IMA Training Manager/Monitor--An active duty officer, NCO, or civilian, officially designated by the unit commander, responsible to the unit commander for managing Reserve matters within the unit.

Unit Program--Consists of flying and nonflying units. Members train to serve as a unit in the event of mobilization.

ARCAB PROCEDURE SUGGESTION/ISSUE FORMAT

A2.1. Subject. Briefly state suggestion/issue as you wish it to be adopted.

A2.2. Recommendation. Explain advantages and benefits achieved by adoption of the proposal.

A2.3. Discussion. This paragraph is used by the originator to thoroughly present all changes, references, and work areas of the proposal. It also is used to further justify or discuss the advantages or disadvantages of adoption.

A2.4. Staff Position. Where applicable, the originator will coordinate with local staff agency personnel who are responsible for the area of change to allow them to address their opinion of the proposal. They are asked to state perceived resultant advantages and disadvantages.

A2.5. Originator. Provide grade, name, address, and phone number.

A2.6. Secretary Comments. Only if considered appropriate by ARCAB secretary.